

Proposal for Revision of Institutional Policy

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Institution: [Recipient's Institution]

From: [Your Name]

Title: [Your Title]

Institution: [Your Institution]

Subject: Proposal for Revision of [Policy Name]

Dear [Recipient's Name],

I am writing to propose a revision of the current institutional policy titled "[Policy Name]." This proposal is based on [briefly state the reasons for the revision, e.g., recent changes in regulations, feedback from stakeholders, etc.].

The key changes I am suggesting include:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

These revisions aim to [state the purpose of the revisions, e.g., enhance compliance, increase clarity, improve effectiveness, etc.].

I have attached a detailed document outlining the proposed changes and their anticipated impact. I believe that these adjustments will benefit our [institution/community/organization] and align with our goals.

I would appreciate the opportunity to discuss this proposal in further detail at your earliest convenience. Thank you for considering this necessary revision.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]

[Your Institution]